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Tiffany A. Grant, Esq.
Daniel J. Greenberg, Esq.

**also admitted in PA*

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Of Counsel*

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Of Counsel*

**CIANFRONE, NIKOLOFF,
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ATTORNEYS AT LAW

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July 5, 2018

VIA E-MAIL ONLY

Board of Directors
Bay Pointe Villas Condominium Association, Inc.
C/O Ameri-Tech Property Management

Dear Board Members:

We thank you for inquiring about our law firm. Please visit our website at www.attorneyjoe.com where you will find details about our firm, its lawyers, and the commitment to representing condominium and homeowner associations in Florida. Should you have any questions, please call me.

If Cianfrone, Nikoloff, Grant & Greenberg, P.A. is chosen to provide legal services to the Association, you will have all five of our attorneys available depending on your specific need. Each attorney practices solely in the community association field, and has particular specialties within that practice area. Short biographies of the lawyers are attached. The firm works on a case-by-case, as requested basis, and attempts to match your need with the attorney best suited to handle the matter, unless you request that a specific attorney undertake the work. This team effort ensures that your issue is handled in a timely and efficient manner. All five attorneys work from our Dunedin office, located at 1964 Bayshore Boulevard, Suite A, Dunedin, Florida 34698.

We pride ourselves on timely and frequent communication with clients. All work prepared for a client is scanned and forwarded by email to the property manager, or other persons, as the Board may direct. You will also receive a collections report each month, prepared at no charge, with your billing. We encourage the Board to review the report on a monthly basis and contact us with regular questions to ensure that your collection matters are being promptly attended to.

Business hours are 8:00 a.m. to 5:00 p.m. Monday through Friday, except for typically-recognized holidays.

Our legal services are generally described as follows:

- Day to day advice, counsel and opinion
- Preparation of covenants, declarations, bylaws, amendments and other community governing documents
- Covenant enforcement
- Collections and foreclosures
- Mediation, arbitration, and lawsuits in all courts involving: injunctions, damages, covenant enforcement, architectural review committee matters, contracts, and insurance

- Housing civil rights administrative complaints and litigation
- Appeals to both Federal and State Appellate Courts
- Assistance with turnover from developer control
- Pre-suit statutory mediation

Our rates and fees are as follows:

- 1) Rates are set forth in the attached *Attorney Fees and Costs Schedule*.
- 2) At the request of the Association, the attorney will provide a reasonable estimate of the attorney fees in advance of the work being performed.
- 3) Bills are generated on the first of each month, and are past due 30 days from the bill date.
- 4) We do not require an annual attorney fee retainer deposit. No other retainers are required except in some cases of complex litigation. Retainers will be negotiated in advance of the firm being retained for the case.

Our policy regarding retention to disposal of client files is as follows:

- When we have an Association client, we maintain an open file in the computer system and a hard copy file.
- When an Association file becomes inactive (based upon no contact from the Association for a period of in excess of one year) the files are placed in a closed status. The hard copy file is placed in storage in accordance with the Florida Bar rules.

If the Association would like to retain Cianfrone, Nikoloff, Grant & Greenberg, P.A. under these terms and conditions, the President of the Association, or an authorized agent, may sign in the space provided below, date and return this letter to my office by mail, email, or fax.


Thank you for your consideration. Should you have any questions, please contact me.


Sincerely,

Daniel J. Greenberg, Esq.

DJG/efb
Enclosures

Bay Pointe Villas Condominium Association, Inc.

By: 
Print Name: Jill Tontz, President
Date: 7/17/18

, STEVEN FINKLE, SECRETARY
7/17/18